

# **Corfe Hills Academy Trust Limited**

(A Company Limited by Guarantee)

Statutory Policy Document

## **Admission of Students to the School 2019**

Sponsor: Chair – Admissions



**Policy Review: Annually**

**Company Registration Number:  
07536911 (England and Wales)**

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Policy for Responding to Parental Requests for Admissions to Corfe Hills School outside the Normal Age Group

Corfe Hills is a mixed comprehensive school for students aged 13 to 18 years and is its own admissions authority. Admission to all Poole schools will be in accordance with the agreed secondary scheme for co-ordinated admission arrangements 2019/20.

## **1.0 YEAR 9 ENTRY**

The deadline for application for admission in September 2019 will be 31 October 2018. Notification will take place on 1 March 2019. Where there are more applications than places, the admissions criteria set out below will be used to decide who should be offered places up to the Published Admission Number of 375.

**Students with a statement of Special Educational Needs, where the statement issued by the Local Authority names Corfe Hills School, will access places ahead of all other applicants.**

Applicants who express a preference for Corfe Hills School in the following order:

- 1.1 Students who are designated as a "Looked After Child" (1) or who was a "previously Looked After Child"(1) where it is considered by the Local Authority that Corfe Hills School is most suitable to meet the social, pastoral and educational needs of the individual student.
- 1.2 Students living within the catchment area (2)
- 1.3 Students living outside the catchment area and attending pyramid schools (3)
- 1.4 All other students

Should it be necessary to further divide any of the above categories, additional criteria will be used in the following order:

- a) Students who have a sibling (4) who is already on the school roll and who will continue to attend the school in the academic year of entry.
- b) Students who have a significant medical or psychological condition where the application is supported by appropriate written evidence from a Consultant for medical grounds or a Clinical Psychologist for psychological grounds, giving reasons why only a specific school can meet the medical or psychological needs of the individual student.
- c) Students who live closest to the school based on the shortest distance (5) from home (6) to school.
- d) In the event of a tie under any of the above criteria, lots will be drawn to see who should be offered the place(s). The person drawing the names will be a member of staff at Corfe Hills School who has no involvement in the admissions process.

### **Applications for children of multiple births**

If applications from children of a multiple birth span the threshold for the published admission number, this will be treated as an exceptional circumstance and they will be admitted.

### **Procedure**

Corfe Hills School is its own admissions authority. However, application forms must be obtained from and returned to the Local Authority in whose area applicants live.

### **Waiting List**

A waiting list of those who cannot be accommodated will be maintained throughout the academic year in question, with the order determined by eligibility established by the criteria above. Should a place become available owing to a student's leaving, that place will be offered to the next student on the waiting list.

### **Late applications and those made outside the normal Year 9 entry period**

Applications received after the closing date will be considered after the on-time applications have been processed. Applications received by the Schools Admissions Team in the Borough of Poole's Children and Young People's Integrated Services outside the normal September application process will be considered

as and when they are received. In either case, if there are more applications than places available, they will be allocated in accordance with the oversubscription criteria above.

### **Applications for a place in any year group other than a pupil's correct age related National Curriculum year group**

Applications for pupils to be educated outside their normal national curriculum year group will be considered, in accordance with the Policy for Admission out of Year Group (See Appendix A).

### **Admissions Appeals**

Any applicant who is refused a place at Corfe Hills School, including the Sixth Form, has a right of appeal to an Independent Appeal Panel. Details of the appeal process are given to unsuccessful applicants with their notification letter. The Governors will not consider repeat appeals by the same applicant in the same academic year unless the applicant can prove that there have been material changes in their circumstances since the previous admissions appeal.

### **Withdrawing an offer of a place at Corfe Hills School**

- a) Where, after making an offer of a school place, the Governors find evidence of fraudulent or intentionally misleading information on an application form, the result of which is that an applicant with a stronger claim is denied a place at the school, the Governors may withdraw the offer of the place and consider the application afresh using the correct information.
- b) Where applicants are offered a place at Corfe Hills School and fail to accept the place by the date specified, the offer will be withdrawn and the place offered to the next applicant with the highest priority as determined by the oversubscription criteria 1.1 to 1.4 described above.

### **In-year Fair Access**

The admissions authorities in Poole have established an In-year Fair Access Panel in accordance with the School Admissions Code of Practice. The purpose of the Panel is to ensure an equitable distribution of in-year admission placements and managed moves of particular groups of pupils with challenging behaviour, or pupils who have been unable to secure a school place at any school in Poole. Decisions of the Panel may mean that individual schools may have to admit pupils which will result in the Published Admission Number being exceeded. Children who are allocated to the school by the Panel will take precedence over any child already on the waiting list.

### **In-year admissions – Children in Care**

A Child in Care may be admitted to a school above the Published Admission Number if it is felt by the Local Authority that a particular school is the most appropriate placement to meet the needs of the individual child.

## **2.0 YEAR 12 ENTRY**

Students will be admitted to Year 12 if they satisfy the course requirements detailed in the Sixth Form Prospectus which is available from the school. Up to 100 places are available for students to join Corfe Hills Sixth Form from other schools. Applications to the school should be submitted by 31 December in the preceding year and notification will take place by the end of the following January. In the event of oversubscription, students will be admitted to the school in the following order of priority:

- 1.1 Students with a statement of Special Educational Needs where the Statement issued by the Local Authority names Corfe Hills School
- 1.2 Students attending Corfe Hills School
- 1.3 Students attending other schools, living within the catchment area
- 1.4 Students attending other schools, living outside the catchment area

Should it be necessary to further divide any of the above categories, additional criteria will be used as per statements a) to d) under Year 9 entry (above).

In developing and implementing this policy and procedures, careful consideration will be given to any adverse impact there may be on any particular groups based on the issues of diversity and the need to eliminate any such adverse impact. This policy has been assessed for negative impact on diversity.

### **3.0 Definitions**

(1) A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was a “previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, (which came into force on 31 December 2005 therefore only children who were adopted after this date are “previously Looked After), a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

#### **(2) Catchment Area**

The catchment area of the school is defined by the catchment areas of the six Pyramid First Schools. These are Broadstone First School, Henbury View First School (Corfe Mullen), Merley First School, Rushcombe First School (Corfe Mullen), Springdale First School (Broadstone) and Sturminster Marshall First School. If applicants are in any doubt about catchment areas, they are advised to liaise directly with the relevant authority (Dorset LA, Poole LA or Corfe Hills School).

#### **(3) Pyramid Middle Schools**

Corfe Hills Pyramid Middle Schools are Allenbourn Middle School (Wimborne), Broadstone Middle School and Lockyers Middle School (Corfe Mullen).

#### **(4) Sibling**

Sibling means a full brother or sister and a half brother or sister, adoptive brother or sister and non blood-related children who live with one or both, married or cohabiting parents or carers in the same household during the school week.

#### **(5) Distance**

The shortest distance will be measured using a Geographical Information System and the Governing Body has adopted the wording used by the local authority for specifying how the distance will be calculated. Please see the Notes within the local authority’s admission policy for details.

#### **(6) Home**

The school can consider only one “home address” for each child. Where a child spends time with parents with shared parental responsibility at more than one address the school will consider the home address as being where the prime carer resides. The “prime carer” shall be determined as the parent/carer in whose name the Child Benefit payment for the individual child is made.

# **APPENDIX A**

## **Policy for Responding to Parental Requests for Admissions to Corfe Hills School outside the Normal Age Group**

### **Introduction**

It is the normal policy of Corfe Hills School for pupils seeking admission to the School to be placed with their own age group and educated for the majority of the time with their peer age group. However, from time to time, parents do seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability. In these cases differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

However, the School Admissions Code of Practice requires that Admissions Authorities consider such requests and take account of the circumstances of each case. This policy document sets out the process and criteria for considering such requests by Corfe Hills School. It is not anticipated that many pupils will meet the specific criteria for admission out of age group.

### **Process for Consideration of Parental Requests for Out of Age Group Admissions**

1. On receipt of such a request, by telephone or in writing, the school will inform the parent / carer(s) that their request is 'out of year' and advise them to discuss this with the Deputy Head Teacher (admissions).
2. If, after discussion with the Deputy Head Teacher, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence.
3. The application form will ask for basic information about the child as well as:
  - a) The nature of the request
  - b) Clear reasons for the request
  - c) The child's educational history
  - d) Indication of the child / young person's wishes (opportunity for them to record their view directly where practical / age appropriate)
4. In addition they will be asked to provide specific information / documentation which may include:
  - a) School or other educational reports
  - b) Existing professional reports and assessments e.g. educational psychology reports from the Local Authority
  - c) Health information
  - d) Exam courses being followed
  - e) Statement of Special Educational Needs
5. The Deputy Head Teacher will be asked for his views, and to outline what arrangements would be made for the child if placed out of their year group.
6. Parents will be informed of the School's decision within 15 school days of receipt of their written request (both application form and supporting evidence).
7. In the meantime, if the pupil is already attending a school, s/he should continue to attend the current school.

## **The Decision Making Process**

1. Requests which are related to a child's Special Educational Needs will be considered by the Multi-Agency Advisory Group (MAAG) which meets fortnightly to consider SEN related provision and placement.
2. Where requests for out of year admissions are for other reasons, e.g. 'back-yearing' to make up for missed schooling, or 'forward-yearing' for pupils with exceptional ability, a panel will be convened to consider the request.
3. This panel will consist of three members:
  - Chair of the Corfe Hills School Governors Admissions Committee (Chair);
  - The School's SENCO (or her representative); and
  - The Deputy Head Teacher (Admissions) of the school

The meeting will be minuted and the parent will be informed of the outcome.

4. On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or a meeting with the parent(s) which may include the young person.

## **Criteria for Agreement to Out of Year Admissions**

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision. Issues to be considered will include:

1. Whether there is clear evidence that the pupil has previously been back / forward-yeared and this has had positive benefits.
2. Whether there is clear, documented evidence that to place the pupil in his/her normal age group would be detrimental to her/his educational progress or likely exam performance.
3. Whether there is clear evidence that it is in the interests of the pupil's social and emotional development to be forward / back-yeared.

### ***Please note:***

A pupil would need to meet criteria 2 and 3 in all cases, for agreement of an out of year admission. The existence of criteria 1 would serve to strengthen the case.